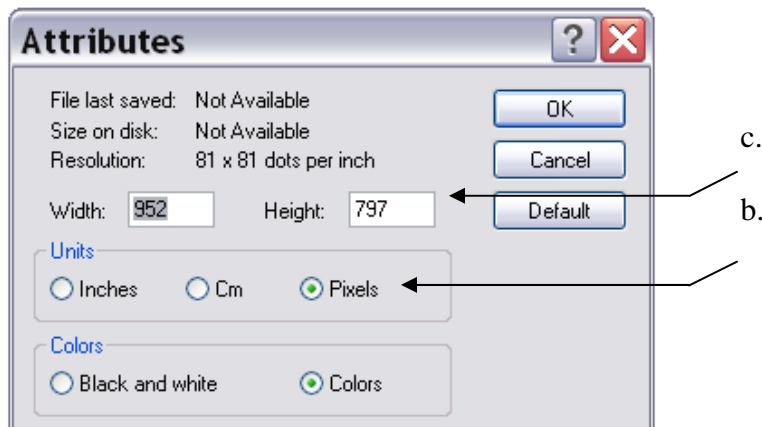
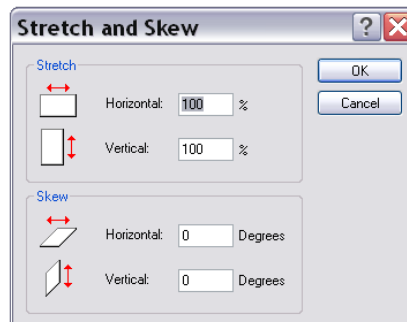


Creating Images for Drug Listing

1. Open the image and enlarge it to a nice size (the larger the file, the clearer it copies into Paint).
2. Using the camera tool, select the image (just as you would when printing art).
3. Open Paint (Start -> All Programs -> Accessories -> Paint)
4. Ctrl+V OR Edit -> Paste will put the image into Paint.
5. To “tidy up” the image, look for the little select square at the bottom edge and crop the page up to the bottom of the image (remove all extra white space you can). Do this again on the right side of the page.
6. A critical point in making the image: size
 - a. To determine the size select: Image -> Attributes
 - b. Make sure the “Units” circle is next to “Pixels”
 - c. “Width” and “Height” – each must be less than 1000
 - i. If they are not less than 1000, see number 7 below



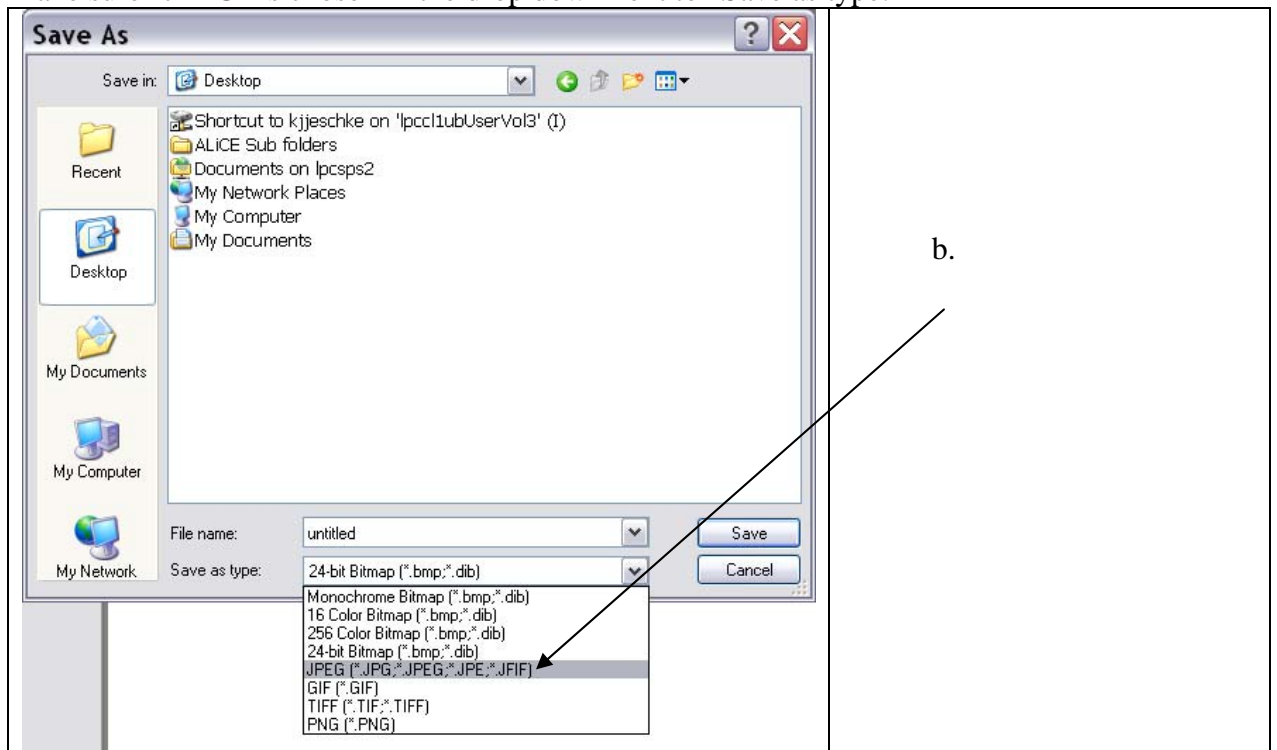
7. When the Attributes are greater than 1000 on Width and/or Height follow the steps below:
 - a. Select: Image -> Stretch/Skew
 - b. In the box next to “Horizontal:” and “Vertical:” add a percentage
 - i. Percentages range from 50 to 90 and must be the same in both “Horizontal:” and “Vertical:” boxes
 1. If the numbers in step 6 above are way over 1000, I start with 50. If it’s a little over 1000 I start with 80 – 90



- c. Follow step 6 above to re-check the size. If still too large (over 1000), repeat step 7.
- d. Once the image is less than 1000 Width x Height, the document is ready to be saved.

8. Saving the image:

- a. File -> Save
- b. Make sure “JPEG” is chosen in the drop down next to “Save as type:”



9. Insert image in spl using your preferred software.